Kentucky Forms Management
Getting Started -- State Agencies
Initial PC Setup and Downloads
for Using Electronic Forms

NOTE: Most Cabinet of Families and Children staff should omit STEP 8 in this set-up process. The CFC Office of Technology loaded the 32-bit client onto most CFC PCs using their network options in June or July 1999. An indication that the 32-bit client has been installed is the E-FORMS ACCESS MANAGER icon on your desktop.

STEP 1: Print out this web page for easier referencing.

STEP 2: Obtain a USERID and password for IntRAnet access.

- Send an email to gary.hampton@.kygov and request a USERID and password.
- In the email just say you need a USERID and password and include the name of your agency's cabinet.
- We always try to issue the USERIDs and passwords late in the afternoon of the same business day.
- If you need immediate access and assistance, call Gary Hampton at 502-564-2670 **AFTER** you have sent the email request for the USERID and password.

STEP 3: Opening EXPLORE

- NOTE: Some people refer to it as Windows Explorer or Windows NT Explorer.
- Right-click on the START button
- Left-click on EXPLORE (this window displays all the files/applications/programs within your computer system)

STEP 4: Set up file folder directories/sub-directories.

- In Windows EXPLORE, on the left-hand side, double-click the C drive
- Top right side of window will say "Contents of C:\"
- Go to the top of the window and double left-click on FILE
- Then slide down to NEW
- Then slide over and double left click on FOLDER
- On the right-hand side of the window, you will see NEW FOLDER
- It is usually highlighted (if it is highlighted when you type in the text it will automatically overwrite the NEW FOLDER)
- Type in the letters KFM (K-Kentucky, F-Forms and M-Management)
- Press ENTER
- Go back to the left-hand side of the window and under the C drive, locate the KFM folder you just created and double left-click on this KFM folder (it should be listed in alphabetical order under the C drive)
- Make sure the file folder beside KFM is open (the right-hand side of the window should be blank if the KFM folder is open)
- Go to the top of the window and double left-click on FILE
- Then slide down to NEW
- The slide over and double left click on FOLDER
- On the right-hand side of the window, you will see NEW FOLDER
- It is usually highlighted (if it is highlighted when you type in the text it will automatically overwrite the NEW FOLDER)

- Type FIL Files (note: this is for your data files)
- Press ENTER
- Minimize this EXPLORE window (left-click on the "_" in the upper right-hand corner of the window)

STEP 5: Create a Desktop shortcut to your KFM Folder:
- For this exercise, make sure you have minimized all applications so that when you look at your monitor all you see is your DESKTOP (icons) (Everything is either minimized or closed)
- Open your EXPLORE window, right-click the START button
- Double left-click on EXPLORE
- When your EXPLORE window opens, you need to make sure your EXPLORE window does not cover the entire screen
- If it does, in the far upper right-hand corner, double left click the middle button that appears to have two small boxes on this button
- This will shrink your window down enough to see some of your desktop and icons around the edges of the EXPLORE window
- On the left-hand side double left-click the C drive
- On the right-hand side of the window, locate the KFM folder
- Place your cursor on the KFM folder and right-click
- From the drop-down menu box, slide down and double left-click CREATE SHORTCUT
- At the bottom of the list of files and folders on the right-hand side, you will see SHORTCUT TO KFM
- Place your cursor over this file folder
- Press down on the left button on your mouse and **HOLD** it down
- With the button pressed down, drag the file folder off the EXPLORE window onto an open space of the desktop
- Once you have the file folder in an open area of the desktop, let go of the button
- Your shortcut icon will appear on your desktop
- Now when you need to access your KFM folder, just double click the icon on the desktop **instead** of opening your EXPLORE window and double left-clicking the KFM folder

STEP 6: Open the KFM IntRAnet Homepage
- Open the email containing your USERID and password
- Directly under where it states your USERID and password you will see the address link (URL) for the KFM IntRAnet homepage
- Double left-click on this link (it's the address in blue and underlined)
- Your KFM IntRAnet homepage will open.
- (NOTE: A quick way of knowing you are at the IntRAnet site instead of the IntERnet site, the IntRAnet site has a black background with red, yellow and white text.)

STEP 7: Mark the KFM Web Page in Your Favorites.
- We suggest you put the IntRAnet homepage in your Favorites since it includes links to our entire program's web pages including the link to the Internet site for your convenience. (A link to the MARS Forms web page is also included.)
- With the KFM homepage open, go to the top of the window to the first line of text "FILE, EDIT, VIEW" etc. (directly below the colored bar at the top)
- Left-click on the text FAVORITES
- Check the option ADD THIS PAGE TO MY FAVORITES
- In the lower portion of this box you have the option of naming this site (you will probably see "1formtst" as the default in the text box)
- Rename this site from "1formtst" to something you will quickly recognize (for example: KFM Electronic Forms)

- Left-click on OK
- Now when you need to go to the KFM IntRAnet:
  - Open your web browser
  - Go to the line of icons at the top of your web browser window
  - Left-click on the file folder FAVORITES
  - Click on the name of your site from the list

STEP 8: Go to the IntRAnet E-Forms Library.
- Scroll down on the IntRAnet homepage to the table
- In the first box in the first row, double left-click on AGENCY IN-HOUSE E-FORMS LIBRARY (INTRANET)
- This will take you to the Kentucky Forms Management Agency In-House E-Form Library (Intranet) page which is the table of contents for all of the forms libraries

STEP 9: Download the 32-bit Client Prep Package (free software).
- **It is recommended that you read ALL of step 9 before continuing.**
- On the AGENCY IN-HOUSE E-FORMS LIBRARY (Intranet) page, scroll down to the first table NECESSITIES FOR FIRST-TIME USERS
- In the first box, first row, double left-click the link 32BitDEformInit7.exe
- When you double left-click this link a gray screen will appear
- It will ask if you want to RUN THIS PROGRAM FROM ITS CURRENT LOCATION or SAVE IT TO DISK
- You want to SAVE IT TO DISK (meaning your C drive)
- Make sure the black dot is in the circle next to SAVE IT TO DISK (if it is not, just left click the circle)
- Then click OK
- Next the SAVE AS dialog box is going to appear
- You will notice that in the upper text box just to the right of the words SAVE IN it probably has DESKTOP **(this needs to be changed)**
- Right below this area is a large white box that lists everything on your DESKTOP
- Locate MY COMPUTER in this box and double left-click (this will then list everything in MY COMPUTER in this box)
- Then in this same box locate and double left-click on C: (this will then list everything in your C drive)
- Locate and double left-click on the KFM folder (it will be listed in alphabetical order)
- When you double left-click on the KFM folder it will place the yellow KFM folder and the text KFM in the top text box next to the text SAVE IN
- You will notice in the lower portion of this dialog box you will see a text box for FILE NAME
- The file name 32BitDEFormInit7.exe is listed in this box
- Click OK
- This file may download in a matter of a few seconds or if you are located out in the state it may take as long as 45 minutes to an hour. It all depends on how fast your communication lines are.
- We realize your Internet connection may be set on a timer and may time out before the process is complete. If this happens we have other avenues we can take to load the 32-bit client onto your PC. Please call Gary Hampton at 502-564-2670 or email gary.hampton@ky.gov
- Once this file has downloaded, you will need to close out the download process by
  - In Internet Explorer 4.0 the dialog box will just say DOWNLOAD COMPLETE and you will click OK

- In Internet Explorer 5.0 the dialog box will give you file information and three buttons. Click on CLOSE
- You will be at the AGENCY IN-HOUSE E-FORMS LIBRARY page.

STEP 10: Installing/initializing your 32-bit client prep package.
- To install/initialize your 32-bit client prep package (free software), **you must have all applications/programs closed out.** This includes email and all mainframe applications.
- Right click on the START button
- Left-click on EXPLORE (this window displays all the files/applications/programs within your computer system)
- When the EXPLORE window opens, on the left-hand side locate and double-click the KFM folder under your C: drive
- You should be able to see the 32BitDEformInit7.exe file on the right-hand side of your window (NOTE: Some of you may not be able to see the extensions .EXE on your files as they are listed in this EXPLORE window. Instructions to reflect file extensions is addressed in Step 12.)
- Double left-click the 32BitDEformInit7.exe file name and begin the initialization process.
  - In this process it will automatically proceed through several levels, stopping occasionally and ask if you how you wish to proceed. The option buttons vary, but you would choose FINISH, CONTINUE or NEXT. Read the screens carefully and NEVER overwrite a file.
  - Once the process is complete, the PC should ask if you want to restart your PC, YES you want to restart the PC
  - If it does not ask you this and it returns you to the EXPLORE window, go ahead and properly shutdown the PC.
- Once you have restarted your PC and you are back to the Desktop (and in some cases, your EXPLORE window will be open) you are ready to work with the electronic forms.
- NOTE: The initialization process will install a shortcut icon on your desktop that is called E-Forms Access Manager. Ignore this icon, you do not want to use it; delete the shortcut icon if you wish.

STEP 11: Instructions for reflecting file extensions in EXPLORE.
- To be able to see these file extensions in your EXPLORE window:
  - Go to the top toolbar in the EXPLORE window
  - Click VIEW
  - Choose OPTIONS
  - Under the VIEW card tab, you will see a large text box that refers to show/hide files
  - **Directly below this text box** you will see three or four individual statements with individual checkboxes in front of each statement
  - **The second statement** will say something like "Hide known file extensions of registered files"
  - There will be a checkmark in the checkbox for this statement
  - Left-click on this checkmark to remove it
  - Once it is removed, left-click APPLY in the lower right-hand corner of the dialog box
  - Then click OK
  - You are now able to see the file extensions

Your PC is now setup and ready for using electronic forms. Go to Instructions for Downloading and Using Electronic Forms for step-by-step instructions on how to download forms and how save and retrieve data.

Should you have any questions or problems, contact Gary Hampton at 502-564-2670.